

Activity Overview:

New Skills Introduced:

In this activity, you will practice how to:

1. Sort text in a document

Sorting a list alphabetically is a very useful tool when you are trying to locate information quickly. Word comes equipped with a feature that can sort lists alphabetically or numerically, eliminating the task of sorting manually. This activity takes the common task of organizing a list from lowest to highest and applies it to 2010 Baseball World Series Champions.

Instructions:

1. Create a NEW document in Word
2. Turn on the Ruler and the Show/Hide (¶) button.
3. Set spacing after to 0 pt and line spacing to single.
4. Set the page margins to 1 inch (1") on all sides.
5. Type the text San Francisco Giants and press ENTER.
6. Type the text 2010 World Series Champions and press ENTER.
7. Type the text Team Roster and press ENTER twice.
8. Set the following tabs:
 - a. Left aligned tab at 1.25 inches
 - b. Left aligned tab at 2.25 inches
 - c. Left aligned tab at 3.25 inches
 - d. Left aligned tab at 4.25 inches
 - e. Left aligned tab at 5 inches.
9. Type the remaining text as shown in Figure 7-1 on the next page.
 - a. **NOTE:** Hit the TAB key before typing the text in the first column.
 - b. Separate each column using the TAB key as shown.
10. Select the three lines of text at the top—Center them and make them 14 point size.
11. Underline and bold the column headings "Number," "First Name," Last Name," "Position," and "Age."
12. Vertically centre the text on the page.
13. Select the text in the columns and sort in Ascending order (A to Z) by "Last Name." **NOTE: be sure to indicate that your list has a header row.**
14. Insert a header: Name World Series Date
15. Carefully proofread the document for spelling, grammar, and accuracy.
16. Submit the document to Mrs. Cousar by email with the subject line: World Series ITperX (replace the X with your IT period. **Note:** Mrs. Cousar has an automatic email sorter. If you put extra spaces in the subject line, or do not type the subject correctly, your email will wind up in her trash, and you will get no marks! Follow instructions precisely!)

Figure 7-1

San Francisco Giants
2010 World Series Champions
Team Roster

<u>Number</u>	<u>First Name</u>	<u>Last Name</u>	<u>Position</u>	<u>Age</u>
12	Nage	Schierholtz	RF	26
41	Jeremy	Affeldt	RP	31
46	Santiago	Casilla	RP	30
55	Tim	Lincecum	SP	26
60	Waldis	Joaquin	RP	23
49	Javier	Lopez	RP	33
59	Guillermo	Mota	RP	37
52	Ramon	Ramirez	RP	29
54	Sergio	Romo	RP	27
47	Chris	Ray	RP	27
57	Jonathan	Sanchez	SP	27
38	Brian	Wilson	RP	28
40	Madison	Vumgarner	SP	21
28	Buster	Posey	C	23
22	Eli	Whiteside	C	31
14	Mike	Fontenont	2B	30
18	Matt	Cain	SP	26
17	Aubrey	Huff	1B	33
10	Travis	Ishikawa	1B	27
16	Edgar	Renteria	SS	35
21	Freddy	Sanchez	2B	32
48	Pablo	Sandoval	3B	24
5	Juan	Uribe	SS	31
9	Pat	Burrell	LF	34
13	Cody	Ross	CF	29
33	Aaron	Rowand	CF	33
56	Andre	Torres	CF	32